

How to prepare for collection

Presenting your post correctly



1 Sort into class and size

Make sure addresses face upwards, and the franking marks are in the top right corner. Bundle them together with an elastic band, and then pop them into the right pouch.

Red pouches for 1st Class

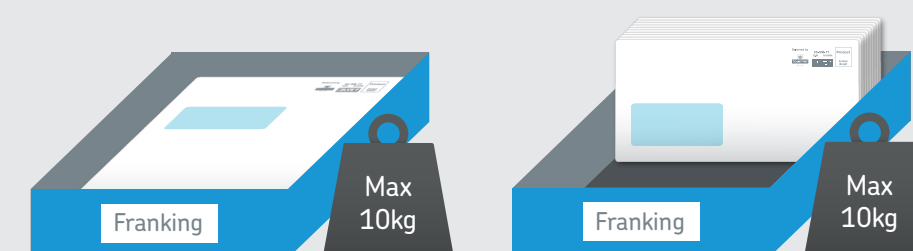


Green pouches for 2nd Class



2 Over 200 letters?

There's no need to bundle them – use trays instead and make sure they're placed as below.



3 Present parcels in mail bags

Separate by the appropriate class and put them into the bag with the correct 1st or 2nd Class labels.



Special Delivery Guaranteed, International tracking and signature services

Don't put these in trays or bags and, keep them separate. Make sure to hand them to your Collections Driver with the right paperwork.



Daily pre-arranged collection

We can collect your mail at the same time every day. It's free if your company spends £15,000 a year.

Post bag too heavy?

Call **08457 950 950** to arrange a one-off collection.



Order free trays and bags at royalmail.com/maillsupplies

For anything else, visit royalmail.com/franking

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